



## page walkthrough

- ① In your Permit to Attach conversations, there will be documentation that you are required by the owning company to upload. To upload a document to any conversation, go to the Documents tab by either clicking the tab or scrolling through the conversation.
- ② To add a document, drag one from your desktop or search window into the dotted drop area here.
- ③ Alternatively, you can click “Add Document” to search for the document on your computer or device.

*Please see Appendix for samples of required documents.*